



Subject:	Update on Contracts
Date:	17th February, 2023
Reporting Officer:	Noleen Bohill, Head of Commercial and Procurement Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report/Summary of Main Issues
1.1	<p>The purpose of this report is to ask the Committee to:</p> <ul style="list-style-type: none"> i. approve tenders and Single Tender Actions (STA) over £30,000; and ii. note contract modifications to contract term and retrospective Single Tender Actions (STAs)
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • approve the public advertisement of tenders, as per Standing Order 37a detailed in Appendix 1 (Table 1); • approve the award of STAs, in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2); • approve the modification of the contract, as per Standing Order 37a detailed in Appendix 1 (Table 3); and

	<ul style="list-style-type: none"> note the award of retrospective STAs, in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 4)
3.0	Main Report
	<u>Competitive Tenders</u>
3.1	Section 2.5 of the Scheme of Delegation states that Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender.
3.2	Standing Order 60(a) states that any contract which exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
	<u>Single Tender Actions (STAs)</u>
3.4	<p>The following STAs are being submitted for approval:</p> <ul style="list-style-type: none"> a contract for £140,000, for up to 18 months, awarded to Clear Channel for advertising at bus stops. Advertising council initiatives to the citizens of Belfast and areas of Northern Ireland as required. Clear Channel is the only company that provides advertising at bus stops in Northern Ireland; a contract for £140,000, for up to 18 months, awarded to Global Outdoor for bus internal and external advertising. Advertise council initiatives to the citizens of Belfast and in areas of Northern Ireland as required. Global Outdoor is the only company to provide advertising on Metro and Ulsterbus buses in Northern Ireland; a contract for £60,313, for up to 1 year, awarded to Softworks for continued use of the Clockwise system. Continued use of current system required until replacement of system is implemented. (In progress under the HR/Payroll/T&A Project); and a contract for £73,745, for up to 4 years, awarded to East Suffolk Council for the continued used of the Port Health Interactive Live Information System (PHILIS). Developed by Suffolk Coastal District Council and which has become the industrial standard for Port Health imported food system. No other supplier exist for a digitised food import system. (Fully Funded).

3.5 The following retrospective STAs were awarded:

- a contract for £46,000, for up to 7 months, awarded to MCS Recruitment, for requirement for 2 x Business Support Officers in HR. The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM has confirmed that it is unable to fulfil this required role within the contractually agreed time period; and
- a contract for £56,000, for up to 12 months, awarded to Digital Catapult NI for T2357 - the delivery of a creative digital capacity building programme. Previously approved by CMT in October 22 and retrospectively by the Committee in November 2022 for £50,000, for up to 6 months. It is being resubmitted as the contract value and duration was underestimated and have been corrected.

Modification to Contract Term

3.6 The following contract terms were modified:

- A 2 month extension for contract T2056 - Peace IV - Delivery of TechConnects – a cross community peace building programme for children and young people using digital technology (Lot 3 - Young People (aged 17-24 years)). The value of the contract remains as per the original contract. An extension is requested to 31st March 2023 to allow the project to be fully completed. The 3 month contract extension was previously approved by the Committee in October 22 to cover 1st November 2022 to 31st January, 2023. The contract extension has been approved by the Shared City Partnership and PEACE IV Programme Board in December/January 2022;
- a 3 month extension and additional £20,000 for contract T1878 - supply and installation of wet pour repairs. Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded;
- a 3 month extension and additional £8,625 for contract T1935 - supply and erection of street nameplates. Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded; and
- a 3 month extension and additional £20,000 for contract T1760 - supply and delivery of general cleaning products and consumables. Work is underway to complete the tender documents and advertise the new tender but additional time is required to ensure continuity of service whilst tender is evaluated and awarded.

	Financial and Resource Implications
3.7	The financial resources for these contracts are within approved corporate or Departmental budgets
	Equality or Good Relations Implications / Rural Needs Assessment
3.8	None
4.0	Document Attached
	Appendix 1 Table 1 - Competitive Tenders Table 2 - Single Tender Actions Table 3 - Modification to Contract Table 4 - Retrospective Single Tender Actions